



International  
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Международная  
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гражданской  
авиации

منظمة الطيران  
المدني الدولي

国际民用  
航空组织

LT 2/3A.36-SA453

Lima, 17 July 2012

To: Mr. Olivier Jouans, Regional Director of ATM services for the French West Indies and Guyana  
Mr. Zulficar Mohamed, Director General, Civil Aviation Authority, Guyana  
Mr. Falisie Jozef Pinas, Minister of Transport, Communication and Tourism, Suriname

Subject: **Fourth Multilateral Meeting of the SAM Region for the Transition of AIS to AIM (SAM/AIM/4) Lima, Peru, 15-19 October 2012**

Action required: Designate participants not later than 7 September 2012.

Dear Sir

I have the honour to address you this letter to inform you that the Fourth Multilateral Meeting of the SAM Region for the Transition of AIS to AIM (SAM/AIM/4) will be held at the SAM Regional Office, in Lima, Peru, from 15 to 19 October 2012.

This meeting has the aim to continue with the activities as a follow-up of the "ICAO roadmap for the transition from AIS to AIM" Phase 1 and also to follow up the GREPECAS Projects and States' action plans to achieve the transition to the AIM.

For this meeting, it is recommended that delegations be integrated by experts directly involved in the management of Electronic Terrain and Obstacle Data (e-TOD); implementation of a Quality Management System in the AIS, and aeronautical information/data exchange (AIXM).

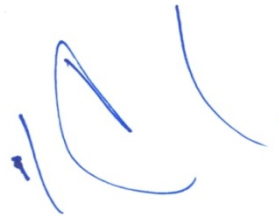
Keeping in mind the importance of the matters to be dealt with, decisions to be taken, I would highly appreciate if you inform me before **7 September 2012**, whether your Administration will nominate experts or present any documents on the agenda, particularly on issues 3 and 4, in order to have sufficient time for document translation.

Information papers will be presented in its original language only, unless their authors facilitate translated versions in view that they are of interest to the region.

The documentation of the Workshop/Meeting as well as working and information papers will be published in the ICAO SAM Office website: <http://www.lima.icao.int>. No documentation is foreseen for distribution during the event; therefore, it is recommended that participants bring a laptop, or print the related documentation. The event will be carried out in Spanish and English, with simultaneous interpretation services.

For a further analysis of the matters to be dealt with during this event, I am pleased to attach a Draft Agenda and Explanatory Notes (**Attachment A**), the general information on the event (**Attachment B**), and the participants' registration form (**Attachment C**).

Accept, Sir, the assurances of my highest consideration.



Franklin Hoyer  
Regional Director  
ICAO South American Office  
Lima

**Enclosure**

*As indicated*

cc: Mr. Jean Michel Boivin, Director of Safety of Civil Aviation for the French West Indies and Guyana  
Mrs. Thelma Douglas Pinas, Permanent Secretary, Ministry of Transport, Communication and Tourism, Suriname  
Mr. Brian De Souza, Acting Director, CASAS, Suriname  
Mr. Peter Cerdá, IATA Director Safety, Operations & Infrastructure, the Americas & Atlantic  
Mr. Raul Octaviano de Sant'Anna, CARSAMMA  
Ms. Carole Couchman, Regional Officer, IFALPA HQ  
Dr. Antonio Nicoletti, Air Navigation Division, Area Manager, IDS  
Mr. William D. Kellogg International Aviation Affairs, Jeppesen

## ATTACHMENT A

### Fourth Multilateral Meeting of the SAM Region for the Transition of AIS to AIM (SAM/AIM/4)

#### DRAFT AGENDA

**Agenda Item 1: Implementation of provision of Electronic Terrain and Obstacle Data (e-TOD).**

Under this part of the agenda, the progress on the compliance of regulations of ICAO Annex 15 by States will be analysed. Also, GREPECAS Project G1 will be revised and deliverables of the same will be revised by States which have already implemented or are about to implement, to initiate focusing on the Second Phase of the roadmap for migration from AIS to AIM.

**Agenda Item 2: Implementation of systems for aeronautical information data exchange and aeronautical data.**

Under this matter, the current degree of the implementation of electronic data provision and aeronautical information will be analysed, as well as GREPECAS Project G2 on systems implementation for the exchange of information and data through protocols.

**Agenda Item 3: implementation of the Quality Management System in AIM units**

Under this agenda item, the meeting will deal with States that have not yet achieved implementation of quality management in the AIM and are delayed with regard to the roadmap for migration from AIS to AIM. States that have not implemented quality management must submit to the meeting a working paper containing a detailed action plan, establishing tasks carried out, pending tasks, the dates and resources assigned for its execution.

**Agenda Item 4: NOTAM Contingency Plan**

**4.1 Revision of the status of application of letters of agreement for the use of a NOTAM Contingency Plan**

Under this agenda item, States that have not implemented the NOTAM Contingency Plan shall present their proposals to activate bilateral or multilateral coordination required, in order to ensure continuity of NOTAM issuance in contingency, which shall enable the completion of the catalogue of “NOTAM contingency plans of the SAM Region”

**Agenda Item 5: Other business**

Under this item, the meeting will be able to review other aspects which have not been considered in the previous agenda items and that are related with the matters under analysis.

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**ATTACHMENT B**



**International Civil Aviation Organization**  
**South American Office**  
**Fourth Multilateral Meeting of the SAM Region for**  
**the Transition of AIS to AIM (SAM/AIM/4)**  
Lima, Peru, 15 to 19 October 2012

SAM/AIM/4-IP/01  
3/01/12

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**GENERAL INFORMATION**

(Presented by the Secretariat)

**1. Place and date of the event**

The Fourth Multilateral Meeting of the SAM Region for the Transition of AIS to AIM (SAM/AIM/4) will be held at the ICAO SAM Regional Office premises, in Lima, Peru, from 15 to 19 October 2012.

**2. Address of the ICAO South American Office**

Av. Víctor Andrés Belaúnde 147  
Vía Principal No. 102  
Centro Empresarial Real, Torre Cuatro, Piso 4  
San Isidro, Lima (See attached map)  
Telephone: +511 611-8686  
Fax: +511 611-8689  
E-mail: **mail@lima.icao.int**

**3. Opening session**

Will take place on Monday, 15 October 2012, from 09:00 to 09:15 hrs, at the ICAO SAM Office's conference room.

**4. Languages and documents**

This event will be held in Spanish and English and will have simultaneous interpretation services.

**5. Link for the documents**

The documentation of the event will be published in the ICAO SAM Regional Office Web page: <http://www.lima.icao.int>, under *Meetings*. Participants should review this website frequently to download the information and take it to the event in a printed or electronic version, in a laptop, since no copies will be distributed during the event.

## 6. **Registration of participants**

Participants are requested to first fill-in the registration form and submit it to the ICAO SAM Regional Office as soon as possible (please refer to Attachment C of the convening letter).

On Monday 15 October, the registration will be verified at the registration desk, from 08:30 to 09:00 hrs. Participants are requested to use the badges that will be supplied to them during registration.

## 7. **Transportation from/to the airport**

There are authorized taxi services at the Jorge Chavez International Airport. The rate to Miraflores or San Isidro (hotel areas) is of approximately US\$ 35.00. This rate can be confirmed in counters at the Airport's international arrivals area. The following taxi companies are suggested:

Eurocar	Tel: +511 222-1010
	E-mail: <a href="mailto:ventas@eurocarperu.com">ventas@eurocarperu.com</a>
CMV Servicio Ejecutivo	Tel: +511 422-4838
	E-mail: <a href="mailto:cmv@exalmar.com.pe">cmv@exalmar.com.pe</a>

## 8. **Transportations to and from the site of the event**

Participants can take a taxi or walk to the SAM Regional Office, depending on the location of the selected hotel, and vice versa.

In the city, there are independent or informal taxi drivers. In view of the fact that they do not belong to a company, they do not provide any safety or guarantee. In case of taking an informal taxi, please consider that you may be at a high risk.

Companies recommended for transfers within the city:

Alo Taxi	+51 1 225-4355
Taxi Satelital	+51 1 355 5555
Lima Remisse	+51 1 224-5529 / 99965-6639
Taxi Planet	+51 1 794-4864 / 781-7988
Tata Taxi	+51 1 274-5151
Taxi Real	+51 1 470-6263 / 470-6203
Taxi Seguro	+51 1 241-9292

## 9. **Temperature and hotels**

May be found in the sections "General Information", "Weather" and "Hotels" on the ICAO SAM Office's Website <http://www.lima.icao.int/>.

## 10. **Passport, visa and vaccination requirements**

To enter Peru, an updated passport and visa are requested; however, it is recommended to contact the Peruvian Embassy or Consulate in your country, to enquire on this requirement well before your departure. Please also verify if yellow-fever or any other vaccination is required.

11. **Money exchange and credit cards**

The Peruvian currency is the Nuevo Sol Peruano (S/). Present exchange rate is S/ 2.61 per US \$ 1.00.

Credit cards as American Express, Master Card, VISA, Diners Club, etc., are usually welcome in hotels, shopping centres and restaurants. Traveller's checks should be exchanged in banks.

12. **Health attention**

In case of emergency, **Clínica Anglo Americana** is recommended, which is located in Alfredo Salazar Street, s/n, Miraflores, Tel: +51 1 616-8900.

13. **ICAO contact telephone numbers**

Mr. Roberto Arca, ATM/SAR/AIM Regional Officer .....6118686 Ext. 106  
([rlarca@lima.icao.int](mailto:rlarca@lima.icao.int)) .....Cel: 987 617 888

14. **Electricity**

220 Volts/60Hz.

15. **Information on safety and protection**

Upon any emergency situation, kindly call the Security Officer of the ICAO South American Office, Mr Roberto Arca Jaurena Cel 987 617 888, or to the Operations Centre of the United Nations Safety and Security Department (UNDSS), with round the clock assistance during 365 days a year, calling the following cell phones: 99757 – 1008 or 99757 – 1003.

16. **General recommendations in the event of an earthquake**

The city of Lima is within an earthquake area.

**During an earthquake**

- a) Keep calm.
- b) Stay away from windows, do not go to any balconies, do not use elevators.
- c) Locate yourself in previously identified internal safety zones.
- d) Evacuate the premises only if conditions permit it; otherwise, minimize your movements.

**After an earthquake**

- a) Proceed to leave the premises, since quakes can continue.
- b) Evacuation must be carried out calmly, quickly and safely through the indicated routes.
- c) Stay in the evacuation site until the designated security team of the building has verified whether the installations are at risk.

**ICAO Third and Fourth floor emergency exits**

- a) In front of the elevator area are two emergency staircases.
- b) Both stairs end in the first floor of the building, in the main entrance area.
- c) Proceed down the staircases. Do not push or run; keep in line, move in one direction only; keep conversation to a minimum.
- d) Exit the building to allow free flow of other evacuees exiting behind you.
- e) Once outside the building and having your back to it, turn left towards the evacuation site, located across V. A. Belaúnde Avenue.
- f) Pay attention at all moment to the indications that the security team might make.
- g) You will be informed when is it safe to return to the facilities.

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**ICAO SOUTH AMERICAN REGIONAL OFFICE LOCATION MAP IN LIMA, PERU**  
**Av. Víctor Andrés Belaúnde 147 - Edificio 4, cuarto piso, San Isidro**

